



VACANCY ANNOUNCEMENT

Knowledge Management and Learning Officer

Position Location: Mogadishu, Somalia

Background: Creative Associates International is a dynamic, fast-growing global development firm that specializes in education, economic growth, democratic institutions and stabilization. Based in Washington, D.C., Creative has a field presence in more than 25 countries with a strong client portfolio that includes the U.S. Agency for International Development and the State Department, among others. Since its founding in 1977, Creative has earned a solid reputation among its clients and is well-regarded by competitors and partners alike.

Position Summary: The Knowledge Management and Learning Officer will work closely with the National Independent Electoral Commission (NIEC), to develop, synthesize and promote knowledge sharing activities and resources throughout the institution. The Officer will develop strategies to capture, share, and apply knowledge and learning generated by the NIEC. They will develop and grow an online and physical library of best practices in electoral processes that can be accessed by members of the NIEC. They will also be responsible for developing and implementing learning modules for NIEC staff.

Primary Responsibilities: The Knowledge Management and Learning Officer will:

- Lead the development of a knowledge management and learning strategy for the NIEC, which includes sharing of best practices in election management;
- Keep accurate records of all activities, workshops and briefings of the NIEC;
- Develop and maintain library of electoral best practices, both physical and online;
- Develop learning modules for NIEC staff on electoral best practices and management;
- Train and mentor project NIEC staff on knowledge management system and approaches;
- Perform other duties as assigned.

Required Skills & Qualifications:

- Bachelor's Degree (Masters preferred) in political science, library science, communications, community development, or related field;
- Demonstrated organizational and administrative skills;
- Ability to manage and execute multiple concurrent tasks with minimal supervision;
- Strong leadership, interpersonal, technical and analytical skills, including an ability to interact effectively with government counterparts;
- Strong computer skills;
- Demonstrated ability to work in a high pressure, fast paced environment;
- Ability to work with diverse sets of individuals;
- Excellent written and spoken Somali and English.

Desired Skills & Qualifications:

- Prior experience supporting Knowledge Management initiatives;
- Experience working with knowledge management software;
- Experience working with partnership organizations, especially donors, civil society organizations and/or government agencies, on management issues.

How to apply:

Application Instructions:

Send electronic submissions of updated resumes & cover letter to recruitment@som-build.com before 5 PM on Thursday 15th December, 2016. Please include the Job Title in the subject line. No telephone inquiries, please. Finalists will be contacted.